

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES - SOUTHERN REGION
New Haven , Middletown and Norwich Regional Offices
194 Bassett Street, New Haven, CT 06511

2nd Posting
“Anticipated Vacancies”

Eligibility Services Specialist

POSTING DATE: November 8, 2006

CLOSING DATE: November 17, 2006

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Southern Region is currently recruiting for eligible candidates interested in current and upcoming “anticipated” vacancies in Eligibility Services Specialist positions located at all three of our Regional Offices: New Haven, Middletown, and Norwich. This “second posting” is being made to offer opportunity for consideration to candidates from the new ESS Exam list that was promulgated effective 10/25/06. All interested and eligible DSS employees on current Eligibility Services Specialist certification/exam lists, or currently eligible to transfer laterally in this job classification will be considered.

OPEN TO: Department of Social Services Employees

BARGAINING UNIT: Social and Human Services (P-2)

SALARY RANGE: \$47,491- 59,302 annually (SH-20)

LOCATIONS: New Haven, Middletown and Norwich

DUTIES AND RESPONSIBILITIES:

Accountable for acting as a working supervisor and policy specialist in the provision of eligibility services to clients of the Department's various assistance programs and services. May provide a broad range of client services and economic support aimed at maintaining or achieving a client's full potential for self direction, self reliance and independent living. Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; federal and state laws statutes, and regulations; Act as liaison with various community support and social service agency and resources in the community; considerable knowledge of application of financial practices and investments along with knowledge of employment barriers to disadvantaged individuals or families. Must have good communication, interviewing and problem solving skills; training ability; review, preparation and analysis of various client reports

EXPERIENCE AND TRAINING:

General Experience: Seven (6) years of experience in the determination of client eligibility for public assistance.

Special Experience: One (1) year of the General Experience must have been at the level of Eligibility Services Worker

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. Master's Degree in a closely related area may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS: Consideration will be given to those DSS employees who have taken and passed the examination for “Eligibility Services Specialist “ and are currently eligible for appointment to this classification. Employees who currently are eligible to transfer laterally in the ESS job classification and employees who previously attained permanent Status in the ESS job classification may also apply.

NOTE: These positions will be filled in accordance with all State Reemployment, SEBAC, transfer, merit promotional and certification rules, with priority being given to those candidates on mandatory lists.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a State of Connecticut application for employment (PLD-1) and make sure that the job that is being applied for and the location that is preferred are clearly indicated. The PLD-1 employment application form may be downloaded from the State of Connecticut's Department of Administrative Services website at:

[www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please mail or fax your completed PLD-1-to:

Department of Social Services- Southern Region
Human Resources Division
194 Bassett St., New Haven, CT 06511
ATT: Jean Walden, Human Resources Associate
FAX #: (203) 789-6858

NOTE: If you recently submitted an application for this position, you do not need to re-apply, but may confirm your interest / location by contacting us via fax or email. We will be considering all eligible applicants for current and upcoming anticipated vacancies region-wide.

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, NOVEMBER 17, 2006

An Affirmative Action / Equal Opportunity Employer